



CITY OF ATLANTA

Job Announcement

EQUIPMENT MAINTENANCE SAFETY SUPERVISOR

STARTING SALARY: \$39,846

Salary Grade: 19

Applications Accepted From: May 15, 2006 until May 29, 2006

Minimum Job Requirements*

Persons applying must have all of the following to qualify: Bachelor's degree in Public Administration, Industrial Management, Accounting and have three years of experience in Purchasing and Procurement and Fleet Services Management (Transportation). Equivalent combinations of education and experience should be at least two years of secondary education and five years work experience in transportation and/or contracts, inventory management and knowledge of procurement process. However, training and experience will not be substituted for the required High School diploma or GED. Supervisory skills helpful. Should possess computer skills and proficiency in Microsoft Office Suite.

Licenses and Certificates

Appointees must possess a valid Georgia driver's license at the time of appointment. All licenses and certificates must remain valid during tenure in this position.

Duties of the Job:

This employee will assume the responsibility of developing specifications and related transmittals to secure annual contracts for the Office of Recreation and serve as a liaison to the Departmental Contracting Officer. Duties will include product and service research, vendor reviews, supervision of accounts payable and receivable. This employee will be responsible for Fleet Management for the Office Recreation and the supervision of the Transportation Office. Other responsibilities to include safety of motorized equipment and inventory control. Employee will assist Recreation management team in developing administrative policies and procedures for assigned areas of responsibility along with providing monthly reports. Employee will direct work assignments to assigned staff and provide quality customer service to internal and external customers.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

THE HIRING AUTHORITY WILL CONTACT ONLY THOSE APPLICANTS THEY DEEM APPROPRIATE FOR THE POSITION. LETTERS WILL NOT BE MAILED TO INDIVIDUAL JOB APPLICANTS.

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, AND HIGHLY QUALIFIED.

*Verification required prior to appointment.

5/15/2006

312105

PS:#